



# MEMPHIS & SHELBY COUNTY BOARD OF ADJUSTMENT

125 North Main Street, City Hall, Room 468  
MEMPHIS, TENNESSEE 38103

## CORRESPONDENCE APPLICATION

Property Owner of Record: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip \_\_\_\_\_

Property Owner E-Mail Address: \_\_\_\_\_

Applicant (if not property owner): \_\_\_\_\_ Phone # \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip \_\_\_\_\_

Applicant E-Mail Address: \_\_\_\_\_

Authorized Agent: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip \_\_\_\_\_

Engineer/Surveyor/Architect: \_\_\_\_\_ Phone # \_\_\_\_\_

(Add additional sheets if including more than one entity)

Mailing Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip \_\_\_\_\_

Engineer/Surveyor/Architect E-Mail Address: \_\_\_\_\_

### To the Chairman, Board of Adjustment:

Application is hereby made for a Correspondence Case under the discretionary power vested in your Board by Section 9.22 to alter a previously approved variance or appeal dated \_\_\_\_\_ 20\_\_\_\_.

**PREMISES LOCATION** (Describe by street address & directional location description, ex. 200 Johnson Street, North side of Johnson Street, 100 feet east of Brown Street) \_\_\_\_\_

and \_\_\_\_\_

\_\_\_\_\_ known as Number \_\_\_\_\_ (Street, Avenue, Road).

### DESCRIBE PROPOSED CORRESPONDENCE REQUEST.

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## DESCRIPTION OF EXISTING OR PROPOSED BUILDING OR STRUCTURE

Size of Building or Structure:

At street level: \_\_\_\_\_ feet across front: \_\_\_\_\_ feet deep. Height: \_\_\_\_\_ Stories \_\_\_\_\_ feet high.

Occupancy: (a) Number of Families: (If any are used as dwellings): \_\_\_\_\_  
(b) Number of Automobile Parking Spaces: \_\_\_\_\_

Use District: \_\_\_\_\_ Date of Erection: \_\_\_\_\_

Character of Construction: Frame ☐ Masonry ☐

Reinforced Concrete or Protected Steel Frame Other (Specify) \_\_\_\_\_

Has any previous application or appeal been filed with this Board on these premises? Yes \_\_\_\_\_ No \_\_\_\_\_  
(If yes give date & docket #. of prior application) Date \_\_\_\_\_ Docket # \_\_\_\_\_

I (we) hereby make application for approval of a correspondence case.

I (we) accept responsibility for any errors or omissions which may result in the postponement of the application being reviewed by the Memphis & Shelby County Board of Adjustment at the next available hearing date.

I (We), owner(s) of the above described property hereby authorize the filing of this application and the above named persons to act on my behalf.

_____ *Property Owner of Record	_____ Date	_____ Applicant (if not property owner)	_____ Date
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\* Property Owner of Record shall sign if not the applicant of the request.

1. Date/Case Number of original approval:

2. Description of modification:

3. For time extensions, are any of the following factors present? (see Chapter 9.16 of the UDC):

- A. Changed conditions of the neighborhood and area in which the time extension is being made, as compared to conditions present during the original approval;
- B. Changed conditions of the site in which the request is being made, as compared to conditions present during the original approval;
- C. Any administrative or legislative policy, ordinance, regulation or comprehensive or neighborhood plan that has been adopted since the time of the original approval; and
- D. The scope of construction, such as the size of the site or building, involved with the original approval.

### **GUIDE FOR SUBMITTING BOARD OF ADJUSTMENT APPLICATION**

A **THE APPLICATION** - Four (4) collated sets of this application in accordance with the requirements of the Unified Development Code and as outlined below shall be submitted to OPD. The following information is required to be submitted for consideration as a complete application, and except for copies of the Site/Concept Plan, shall be provided on sheets of 8.5"x11" in size. The application with original signatures shall be completed either with legible print or typewritten. Each application set shall be compiled in the following order:

- 1) One (1) original Application, 8.5"x11" Site/Concept Plan, Survey, Legal Description, Vicinity Map, 2-3 sets of gummed-backed Mailing Labels, 2 sets of paper copied Mailing Labels, Letter of Intent, 20"x24" Site/Concept Plan (folded), copy of Deed(s).
- 2) Four (4) sets of copies in the following order: Application, 8.5"x11" Site/Concept Plan, Survey Legal Description, and Vicinity Map, Letter of Intent, 20"x24" Outline and/or Site/Concept Plans folded.
- 3) A compact disc with all submittal documents in "PDF" and any proposed conditions in "WORD".

*(For additional information concerning these requirements contact Land Use Control Section at (901) 576-6619.)*

- B. **LETTER OF INTENT** - The letter shall include the following:
- 1) A brief narrative statement generally describing the nature, location and extent of the development and the market it is intended to serve.
  - 2) A list of any professional consultants associated with the proposed development.
  - 3) A written statement generally describing the relationship of the proposed development to the current policies and plans of the City and County. The statement shall include how the proposed development is to be designed, arranged and operated in order to limit impact to neighboring properties.
- C. **SITE/CONCEPT PLAN** - Four (4) copies of the site/concept plan shall be submitted and depict the following: (a) property boundary lines and dimensions, existing utilities and easements, roadways, rail lines and public rights-of-way, crossing adjacent to the subject property; (b) the proposed height, dimensions and arrangements of buildings on the property; (c) the type and location of proposed landscaping; (d) the location of points of ingress/egress (driveways), parking lots and loading areas on the site; and (e) any proposed substantial re-grading of the site and any significant topographical or physical features of the site including water courses or ponds. Site/Concept plans shall be drawn at a scale of not less 1"=100' for developments of less than 150 acres, 1"=200' for developments between 150 and 1,000 acres, and 1"=300' feet for developments in excess of 1,000 acres.
- D. **SURVEY**  
A stamped and sealed survey by a registered surveyor or Professional Engineer of the subject site. For requests that do not involve new construction, the requirement for submitting a survey may be waived by the Office of Planning and Development.
- E. **VICINITY MAP**
- 1) Four (4) copies showing the subject property (boldly outlined) and all parcels within a 500' radius. If the 500' radius includes less than 25 property owners, the radius shall be extended at 100' intervals to reach a minimum of 25 property owners provided, however, that the maximum total radius is 1,500'. Show for each parcel its dimensions, owner's name (on the vicinity map unless prior approval is given to do otherwise) and the public streets, alleys or private drives that it abuts. In situations where the parcels on the map are so small that the property owner's names are unable to fit and numbered legend is used, every effort should be made to place the legend on the map itself and not a separate sheet.
  - 2) Three (3) copies of vicinity map without the owners' names.
- F. **LIST OF NAMES AND ADDRESSES**
- 1) Two (2) complete lists of names and mailing addresses, including zip codes, of all owners shown on the vicinity map, typewritten on 1"x 2<sup>5/8</sup>" self-adhesive mailing labels and 2 paper sets.
  - 2) Two (2) self-adhesive mailing labels (1"x 2<sup>5/8</sup>") each for the owner of record, applicant, representative and/or engineer/surveyor.
- G. **FILING FEES**     *(All Fees Are Subject To Change without Prior Notice)*

Correspondence (Revised Site Plan, Extensions, etc.)	\$300.00
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